

27 May 1957
File: RPTS 1

MEMORANDUM TO: Chief/Operations School
FROM : Assistant Chief for Field Training
SUBJECT : Weekly Activities Report #22, Operations School/ 20--26 May 1957

25X1A6a

SIGNIFICANT ITEMS:

1. The Director of Training visited [redacted] from Tuesday evening, 21 May, to Thursday afternoon, 23 May. He discussed with AF/OS and D/AF/OS several Operations School/[redacted] management problems, the FY 1958 budget and several Staff personnel matters. During his stay DTR conferred with other Staff members concerning their Career Plans.

25X1A

2. A Secretarial Workshop was conducted by [redacted] Chief/Clerical Orientation Training/OTR, for all Operations School/[redacted] secretarial employees on Monday, 20 May. The purpose of the Workshop was to (1) generally acquaint OS/[redacted] secretarial personnel with the organization of various OTR components, and (2) to suggest [redacted] correspondence formats that will parallel Headquarters procedures insofar as practical. We consider that the Workshop was a success, and that it has already contributed to the efficiency of our administrative procedures. We appreciate very much [redacted] hard work and long hours preparing for the presentation of the Workshop. We are also indebted to the following visitors for their contributions to the Workshop:

25X1A9a

25X1A6a

25X1A6a

25X1A6a

- JOTP
- Support Staff
- Office of Director/TR
- Language & Area School
- Operations School
- Office of [redacted]
- Plans & Policy Staff
- School of International Communism
- A&E Staff

25X1A6a

OTHER ACTIVITIES:

Office of AF/OS

1. Chief/JOTP, [redacted] were here on 20 and 21 May to discuss the progress of several JOT's currently enrolled

25X1A9a

27 May 1957

in the OC and OFC. They conferred at length with AF/OS, D/AF/OS, and CI/OC as well as with several of the JOT's.

2. AF/OS assisted in the day long Audio Demonstrations for the OC and OFC on 22 May. He also assisted with the OFC DF'ing Exercise on the evening of 23 May.

3. AF/OS and D/AF/OS reviewed with CI/OC and PO/OC the schedule for the second eight weeks of Operations Course No. 4. The schedule will be reproduced and copies forwarded to Headquarters during the week of 27 May.

4. [REDACTED] conferred with AF/OS on 20 May concerning the present status of several training films to be used in our Operations Courses.

5. A prospective Instructor candidate, [REDACTED] for the Operations Course visited us from 22 through 24 May. He discussed job requirements with AF/OS, D/AF/OS, and CI/OC. He attended several OC lectures and seminars during his stay, and visited the nearby city for the purpose of observing the residential area. [REDACTED] was offered a position on the Staff. He has not yet indicated his acceptance or rejection of the job.

6. D/AF/OS discussed with [REDACTED] from the A&E Staff the content items which should be stressed in the planned OC Espionage Examination.

7. A/AF/OS was in Headquarters from 22 through 24 May. He attended the monthly meeting of the OTR Clerical Promotion Panel, discussed with Chief/Processing Section provisions for setting up a system for the submission of clothing requests for students prior to their arrival at [REDACTED], and briefed C/OS on the FY 1958 budget for Operations School/

8. AF/OS conducted the regular Weekly Conference for Course and Unit Chiefs on 24 May.

Courses

Operations Course

1. All 47 OC students took part in the [REDACTED] Problem the night of May 20th. CFA/MO Staff supported the OC Staff in this problem under the direction of [REDACTED]

27 May 1957

2. On 21 and 22 May, TSS personnel supported this Staff in audio-surveillance instruction. [redacted] presented a lecture and demonstration. AF/OS and Messrs. [redacted] also took part in the half-day field demonstration.

25X1A9a

25X1A9a

25X1A9a

3. On 23 May, TSS personnel presented an all-day program in operational photography, consisting of lecture, discussions, demonstrations. TSS personnel taking part were: Messrs. [redacted]

25X1A9a

4. On 22 May, [redacted] WE Division, lectured on audio management and later took part in two seminars. Mr. [redacted] also assisted the staff in revising an audio management seminar guide.

25X1A9a

Operations Familiarization Course

1. On Tuesday morning, [redacted] presented the lectures on "Audio Surveillance" and "Commercial Audio Surveillance". This instruction was capped, on Wednesday afternoon, by an excellent Audio Surveillance Demonstration conducted by Messrs. [redacted] and AF/OS.

25X1A9a

25X1A9a

2. Mr. [redacted] of the OC Staff gave the lecture on "Commercial Cover" on Thursday morning.

25X1A

3. The Direction Finding Briefing and Exercise were held Thursday evening. Technicians with the four student groups were Messrs. [redacted] and AF/OS.

[redacted] lectured on ELINT on Friday morning.

5. [redacted], of the CFA/MOC Staff, introduced the film "Heavy Water" on Friday evening.

[redacted] Course #17 ended on 24 May 1957. All six students successfully completed the Course.

Clandestine Field Activities/Maritime Operations

1. CFA/MOC personnel participated in the Border Crossing exercise for the OC students.

2. CFA/MOC personnel participated in the DF'ing Exercise conducted for OFC students on 23 May.

CONFIDENTIAL

CONFIDENTIAL-T

27 May 1957

Special Staybehind Operations Course

1. Review of file material was completed and the re-organization of course content was begun.

25X1C12b

Units

25X1A6a

Assessment & Evaluation/

1. Evaluation support of OC:

25X1A9a

a. [REDACTED] spent the week here and made good progress on reviewing the FI content material for development of examination questions.

b. Drafts of the grade record section on the 5th-through-7th weeks interim reports for twenty-two students were prepared.

c. To assist seminar leaders in their end-of-the-8th-week counseling conferences, the individual cumulative grade record sheet for each student was brought up to date.

d. With assistance provided by [REDACTED] [REDACTED] made considerable progress on the backlog of work on summarizing student critiques.

e. Some assistance was given [REDACTED], Chairman of the Project Management Committee, in developing the revised scoring guide for the [REDACTED] Field Project Outline. However, the great bulk of the work was his, and it represents a marked improvement in explicitly identifying what specific content warrants what credit.

2. Evaluation support of OFC:

Statistical work was carried out to determine cut-off points for end-of-the-third-week grades.

Training Aids Unit

1. Graphic-Photographic:

a. A series of transparencies pertaining to "Operations Folders" was completed for OFC.

CONFIDENTIAL

CONFIDENTIAL

27 May 1957

b. A preliminary request has been received for reproductions of illustrations for the limited edition of the Border Manual.

c. A transparency relating to "Film Characteristics" was completed for the TSS block of instruction on photography.

d. Twenty-seven cameras, meters and clampboards were signed over to TSS by TAU on a temporary basis for use in the photography course. These will be returned along with the film taken by OC students. The latter will be processed by TAU for return and critique.

2. Film Unit:

a. TAU personnel participated in the [REDACTED] for OFC and OC and in the audio demonstration for the Operations Course.

b. Six hundred feet of film [REDACTED] of OC students during the first seven weeks of the Course was shown on Thursday evening. The film was well received by the students.

Technical Services Staff

1. Messrs. [REDACTED] were TDY Headquarters Wednesday on TSS/[REDACTED] business.

2. [REDACTED] gave the following lectures on Tuesday, 22 May:

"Audio-Surveillance" to OFC #9
"Audio-Surveillance" to OC #4.

PERSONNEL NOTES:

Nothing to report.

Distribution:

10 copies - C/OS
1 copy - [REDACTED]
1 copy - Library/[REDACTED]
1 copy - File

sm

-5-

CONFIDENTIAL